



BALTIMORE COUNTY  
COMMISSION ON ARTS & SCIENCES

Recognizing the important role the arts, history and sciences play in the everyday lives of its citizens, Baltimore County's arts and sciences grant program is designed to ignite creativity in the region's cultural organizations, encourage public participation, extend outreach to students and diverse populations, and provide the citizens of Baltimore County with a range of offerings that reflect the diversity of the County's cultural heritage.

Baltimore County encourages development of high-quality artistic programs through grants to cultural institutions and non-profit community organizations in the Greater Baltimore area.

The Baltimore County Commission on Arts and Sciences grant program is financed by funds recommended by the County Executive and appropriated by the County Council. Additional funding is provided through a Community Arts Development Grant from the Maryland State Arts Council.

Information, applications, and deadlines for Operating Grant funding can be found online at [www.baltimorecountymd.gov/arts](http://www.baltimorecountymd.gov/arts).

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## BALTIMORE COUNTY COMMISSION ON ARTS & SCIENCES

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Baltimore County Commission on Arts & Sciences  
400 Washington Avenue  
Historic Courthouse Mezzanine  
Towson, MD 21204

Phone : 410-887-8032 or 410-887-2470  
Fax: 410-337-8496

Email: [arts@baltimorecountymd.gov](mailto:arts@baltimorecountymd.gov)

Website: [www.baltimorecountymd.gov/arts](http://www.baltimorecountymd.gov/arts)

Office Hours: Monday through Friday, 9:00 AM – 5:00 PM

### **Baltimore County Executive**

Kevin Kamenetz

### **Baltimore County Council**

Tom Quirk	District 1
Vicki Almond	District 2
Todd Huff	District 3
Kenneth Oliver	District 4
David Marks	District 5
Cathy Bevins	District 6
John Olszewski Sr.	District 7

*Funding for the Baltimore County  
Commission on Arts & Sciences Grant  
Program is supported in part through a  
Community Arts Development Program Grant  
from the Maryland State Arts Council*



### **2011-2012 Officers**

Carolyn Black-Sotir, Chair  
Isaac Manjoe, Vice Chair  
Kate E. Mansperger, Secretary

### **Commission Members**

Nancy Abrams  
Ebonie Copeland  
Joseph E. Chilcoat  
Patricia Jensen  
Brenda Bowe Johnson  
Jean Jung  
Susan Kirchner  
Gloria McJilton  
Lee Mintz  
Lourdes Morales  
Cheryl Pasteur  
Sina Reid  
Carole Seibel

### **Staff**

Frona J. Cohen, Director

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**BALTIMORE COUNTY COMMISSION ON ARTS & SCIENCES  
OPERATING GRANT ELIGIBILITY**

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**GRANT ELIGIBILITY**

1. Non-profit, legally incorporated organizations, institutions or agencies with IRS tax exempt status in Baltimore County and contiguous jurisdictions (Baltimore City and Anne Arundel, Harford, Howard and Carroll Counties) are eligible to submit a proposal for funding to support arts and cultural activities serving Baltimore County citizens. Units of colleges and universities whose operating budgets are not funded by Baltimore County government are also eligible to apply.
2. The applicant organization must have a Board of Directors or formal Advisory Board comprised of diverse community members, and should have a support group drawn from the community. The organization should have been in existence for at least two years, preferably longer.

**CRITERIA FOR FUNDING ASSISTANCE**

The Baltimore County Commission on Arts and Sciences considers the following criteria as it evaluates each grant proposal:

- Artistic quality of the organization's work.
- Management effectiveness and financial stability of the applicant.
- Degree of impact on the diverse cultural needs of Baltimore County citizens and the community.
- Educational merit.
- Extent of outreach to involve new audiences, special constituencies, and underserved populations.
- Evidence of fund-raising from non-governmental sources.

Priority consideration will be given to grant proposals which:

- Increase the number and variety of artistic, historic and scientific opportunities taking place in Baltimore County.
- Include educational outreach to students.
- Establish and enrich partnerships and collaborations among artistic, historic or scientific community and educational organizations.
- Engage in performance and visual arts partnerships with local businesses to increase economic benefits for arts, businesses, and the community.
- Provide some free or reduced-rate performances and/or programs.

**FUNDING GUIDELINES**

- Applicants may request no more than 15% of an organization's total operating budget.
- It is the Commission's policy not to be the sole source of funding for any applicant.
- Baltimore County grant funds may not be used for deficit funding.
- Baltimore County grant funds may not be used for fund-raising events or activities.
- Baltimore County grant funds may not be used for lobbying or political activities.

## **GRANTEE RESPONSIBILITIES**

- Grantees must comply with Title VI, Section 601, of the Civil Rights Act of 1964 which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Grantees must comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- Grantees must comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, which states that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Grantees must maintain complete and accurate records of activities connected with the grant. Grantees must submit a Final Report to Baltimore County at the end of the fiscal year.
- Grantees awarded more than \$10,000 must submit an Audited Financial Statement before funds are released by Baltimore County. If the grantee has received prior year funding from Baltimore County, that year's Final Report must be submitted before new grant funds are released by Baltimore County.
- Grantees must notify the Director of the Baltimore County Commission on Arts & Sciences in writing if significant changes are made in the funded organization's operations and/or program delivery.
- All application forms and attachments must be typed. No handwritten applications will be accepted.
- All applications must be signed by the property authority of the organization.
- The term fiscal year applies to Baltimore County's Fiscal Year, July 1 to June 30.

## **ACKNOWLEDGEMENT/CREDIT FOR FUNDING**

Grantees must include the following credit on printed programs, web sites, advertising and promotional materials (e.g., flyers, brochures, posters, radio and television commercials, web sites, social media, etc.):

Baltimore County Executive, County Council,  
and Commission on Arts & Sciences

In printed materials and on web sites, the Commission logo should be used. The logo may be downloaded from the Commission web site [www.baltimorecountymd.gov/arts](http://www.baltimorecountymd.gov/arts)

**Applications for Baltimore County Commission on Arts & Sciences  
FY2013 Operating Grants must be received by**

**Friday, September 9, 2011 5:00 p.m.**

**Delivering by Mail**

Baltimore County Commission on Arts and Sciences  
400 Washington Avenue  
Historic Courthouse Mezzanine  
Towson, MD 21204

Please allow sufficient time for delivery. Mail goes through a central mail room, and is then delivered to the Commission. Receipt date is when the Commission on Arts & Sciences receives the delivery.

**Delivering Attachments Electronically**

Attachments and documents sent electronically will only be accepted in PDF format. Electronic documents must also be received by the application deadline. Baltimore County is not responsible for the timely delivery of items sent electronically.

Send to [arts@baltimorecountymd.gov](mailto:arts@baltimorecountymd.gov).

Subject line: (Name of organization) FY2013 Operating Grant Documents.

**Delivering in Person**

If delivering grant applications in person, please leave sufficient time for parking and building security check. Doors to the Historic Courthouse close at 5:00 p.m.

**Questions?**

Fronda Cohen, Director, Baltimore County Commission on Arts and Sciences  
Phone: 410-887-8032 or 410-887-2470  
Fax: 410-337-8496  
e-mail [arts@baltimorecountymd.gov](mailto:arts@baltimorecountymd.gov)

**The Baltimore County Commission on Arts and Sciences and Baltimore County government  
are not responsible for deliveries made to our office outside of normal office hours  
(Monday through Friday, 9:00 a.m. – 5:00 p.m.) or for materials delivered electronically or via fax.**

## **Application Review and Process for Operating Grants**

- Step 1. Your organization's application is received by the Baltimore County Commission on Arts & Sciences by the deadline day and time.
- Step 2. The Director and staff review your organization's application for eligibility and completeness. If the Director or staff member identifies errors or problems with the application, or if the application is ineligible, your organization will be contacted to make corrections in a timely manner.
- Step 3. After your organization's application is deemed complete and correct by the Director, it is forwarded to a grant review panel comprised of members from the Baltimore County Commission on Arts & Sciences. The panel reads and evaluates the application based on the review criteria (see the section titled "Review Criteria"). Your organization may be contacted to provide additional information or documentation.
- Step 4. The panel submits a written evaluation to the Commission Director rating the organization's application based on the review criteria.
- Step 5. The full Commission discusses and votes on the panel's funding recommendations. The Commission's funding recommendations are forwarded to the Baltimore County Grant Review Committee.
- Step 6. The Baltimore County Grant Review Committee submits funding recommendations to the Baltimore County Council for review and vote.
- Step 7. The Baltimore County Council approves funding recommendations and notifies the Commission in writing.
- Step 8. The Baltimore County Commission on Arts & Sciences notifies the applicant organization in writing. A Grant Agreement is prepared by the Baltimore County Law Office, signed by the Grantee and the County. After all required reports and financial statements have been submitted by the Grantee, a grant funds are sent.

**All grant awards are contingent on the availability of funds.**

**BALTIMORE COUNTY COMMISSION ON ARTS & SCIENCES  
FY 2013 OPERATING GRANT APPLICATION**

**This form must be typed and completed in its entirety.**

**A. GENERAL INFORMATION**

Organization			
Mailing Address			
City		State MD	Zip Code + Four
Street Address	City	MD	Zip Code + Four
Federal Taxpayer Identification Number			
Organization Phone - include area code and extension			
Fax Number - include area code			
Website			
Date of Incorporation – MM/DD/YYYY			
<p>Location of your organization's primary performance/exhibit/program space. If programs are held in multiple locations, select the location where 50% or more of activities are held.</p> <p>Check here if in Baltimore County <input type="checkbox"/></p> <p>Check here if in Baltimore City <input type="checkbox"/></p> <p>Check here if in another Maryland County <input type="checkbox"/> County name _____</p>			

## B. CONTACT INFORMATION

<b>Authorizing Official</b> - Dr., Mr., Mrs., Ms.	
Authorizing Official's Title	
Authorizing Official's Phone – include area code and extension	Mobile Phone
Authorizing Official's E-Mail Address	
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<b>Executive Director</b> - Dr., Mr., Mrs., Ms.	Mobile Phone
Executive Director's Title	
Executive Director's Phone – include area code and extension	Mobile Phone
Executive Director's E-Mail Address	
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<b>Contact Person</b> - Dr., Mr., Mrs., Ms.	
Contact Person's Title	
Contact Person's Phone – include area code and extension	Mobile Phone
Contact Person's E-Mail Address	

## C. NARRATIVE QUESTIONS

You may answer questions 1-9 in the space provided or attach **not more than two additional sheets of 8 ½" x 11" paper in total**. Please keep responses clear, concise and legible. If you choose to type your answers on a separate sheet of paper, type the question number and question before the response.

### GENERAL INFORMATION

1. State your organization's mission. (100 words or less)



## MERIT OF THE ORGANIZATION'S ACTIVITIES

2. Describe your organization's primary activities.

**Supplementary Materials:** Copies of select catalogues, reviews, programs, brochures, CDs, DVDs or promotional materials may be submitted with the application. Printed materials should be submitted electronically in PDF format.

3. Whom does your organization serve? Who is your primary audience?
4. Briefly highlight any new/innovative programming and activities for 2011, 2012 and 2013.
5. From which geographic areas are your audiences chiefly drawn?
6. How does your organization specifically serve Baltimore County residents?
7. How many Baltimore County residents are engaged as audience members, as visitors, as board members, as volunteers? What percentage of your total audience are residents of Baltimore County?

## SERVICE TO THE COMMUNITY/COMMUNITY ENGAGEMENT

8. Briefly outline how you inform people about your organization and its activities.
9. How does your organization meet the needs of students and underserved populations?  
(People who by virtue of their age, income, locale, physical ability, or any other characteristic, have fewer opportunities to participate in programs available to the general public.)
10. Is the facility at which your primary activities take place accessible to persons with disabilities?
- Yes      No      If no, please explain.

## ABILITY OF THE APPLICANT TO CARRY OUT THE PROPOSED ACTIVITIES

11. What is the total amount requested from the Baltimore County Commission on Arts & Sciences?  
*The requested amount must not exceed 15% of applicant's total operating budget.*

12. What percentage of the total operating budget is represented by the requested amount?

13. Organization's Budget Year      Fiscal Year Budget      Calendar Year Budget

14. Budget Summary

	ACTUAL FY 2011	PROJECTED FY 2012	PROJECTED FY 2013
Total Revenue	_____	_____	_____
Total Expense	_____	_____	_____
Total Operating Budget	_____	_____	_____

- If you are requesting under \$10,000 in grant funding, you must also submit one copy of the financial statement from the most recently completed budget year. May be submitted as a PDF.
- If you are requesting more than \$10,000 in grant funding, you must also submit an audited financial statement from the most recently completed calendar or fiscal year. May be submitted as a PDF.

15. Budget Detail

- Donations of \$1,000 or more from individuals, businesses, government and/or foundations must be itemized on a separate sheet.
- In-Kind Revenue over \$1,000 must be itemized on a separate sheet.

REVENUE	ACTUAL FY2011	PROJECTED FY2012	PROJECTED FY2013
Membership Dues	\$	\$	\$
Ticket Sales	\$	\$	\$
Contracted Services	\$	\$	\$
Corporate Donations	\$	\$	\$
Individual Donations	\$	\$	\$
Foundation Donations	\$	\$	\$
Anne Arundel County Grants	\$	\$	\$
Baltimore City Grants	\$	\$	\$
Baltimore County Grants	\$	\$	\$
Carroll County Grants	\$	\$	\$
Harford County Grants	\$	\$	\$
Howard County Grants	\$	\$	\$
Other City/County Grants	\$	\$	\$
Maryland State Arts Council	\$	\$	\$
Other Maryland State Grants	\$	\$	\$
Nat'l Endowment for Arts Grants	\$	\$	\$
Other Federal Grants	\$	\$	\$
Endowment/Investment Income	\$	\$	\$
Other revenue	\$	\$	\$
<b>Revenue Sub-Total</b>	\$	\$	\$
In-Kind Revenue	\$	\$	\$
<b>Total Revenue</b>	\$	\$	\$
EXPENSES	ACTUAL FY2011	PROJECTED FY2012	PROJECTED FY2013
Administrative Salaries	\$	\$	\$
Artist-Performer Salaries/Fees	\$	\$	\$
Program Costs (non-personnel)	\$	\$	\$
Travel/Transportation	\$	\$	\$
Promotion/Advertising	\$	\$	\$
Administrative/Office Supplies	\$	\$	\$
Mortgage/Facilities Rental	\$	\$	\$
Insurance	\$	\$	\$
Debt Service	\$	\$	\$
Other expenses	\$	\$	\$
<b>Total Expenses</b>	\$	\$	\$

Please complete the following data required by the Maryland Cultural Data Project.

16. Please tell us about the people who benefit from your organization's projects and programs.

Total number of artists benefiting from your organization's projects/programs \_\_\_\_\_

Total number of Baltimore County artists benefiting from projects/programs \_\_\_\_\_

Total number of individuals benefiting from your organization's projects/programs \_\_\_\_\_

Total number of Baltimore County individuals benefiting from projects/programs \_\_\_\_\_

Total number of children/youth (under 18) benefiting from your organization's projects/programs \_\_\_\_\_

Total number of Baltimore County children/youth (under 18) benefiting from your organization's projects/programs \_\_\_\_\_

17. Total Paid Attendance \_\_\_\_\_

Total Free Attendance \_\_\_\_\_

Total Attendance \_\_\_\_\_  
(Total Paid Attendance + Total Free Attendance)

18. Average number of paid personnel employed by your organization during FY2011 \_\_\_\_\_

Full Time/Part Time \_\_\_\_\_

Administrative Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Artistic Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Technical/Production Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Educational Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Total Volunteers \_\_\_\_\_

Total Interns \_\_\_\_\_

## CERTIFICATION

I, the undersigned, certify that all the information contained in this application is true, complete, and accurate. I have been authorized to submit this grant application to the Baltimore County Commission on Arts & Sciences. (Please sign in **BLUE** ink.)

Signature:

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Typed Name of Signer:

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Title:

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Date:

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## **CERTIFICATE OF NON-DISCRIMINATION**

I (We) agree to the following as a condition of receiving a grant from Baltimore County:

1. Participation in the program related to this grant is Open to the Public.
2. The organization will not deny any person participation in the program based on race, creed, sex, age, political affiliation, marital status, religion, national origin, or disability.
3. The organization will comply with the Americans with Disabilities Act and other antidiscrimination laws and indemnify the County against responsibility for actions taken by the Grantee that fail to honor these laws.
4. There will be no religious or political theme or content in the program, except when strictly a matter of artistic or historical expression.

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Signature

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Official's Name and Title (printed)

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Name of organization (printed)

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Date

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**BALTIMORE COUNTY COMMISSION ON ARTS & SCIENCES  
OPERATING GRANT DOCUMENTS CHECKLIST**

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**The following checklist is a required part of your application. Incomplete applications may not be considered for grant funding, so it is important that you carefully review every document in your application.**

- ☐ One original FY12 Operating Grant application and all attachments with a original signature in blue ink
- ☐ One copy of FY12 Operating Grant application and all attachments
- ☐ One original Application for Baltimore County Request for Financial Assistance form with an original signature in blue ink.
- ☐ One copy of signed and completed Application for Baltimore County Request for Financial Assistance form
- ☐ One copy of Board of Directors/Advisory Board list (question 10 in the Application for Baltimore County Request for Financial Assistance form)
- ☐ One original signed Certificate of Non-Discrimination
- ☐ One copy of signed Certificate of Non-Discrimination
- ☐ One copy of IRS tax exempt status letter.
- ☐ One set of brochures/supporting materials. A PDF file or color photocopies are acceptable for print materials.
- ☐ One copy of financial statement from most recently completed budget year. If grant request is for \$10,000 or more, an Audited Financial Statement must be submitted from the most recently completed budget year.
- ☐ A separate sheet listing any attachments and documents sent electronically in PDF format. Only documents in PDF format will be accepted. Electronic documents must be sent by the application deadline to [arts@baltimorecountymd.gov](mailto:arts@baltimorecountymd.gov). Subject line: **(Name of organization) FY2013 Operating Grant Documents**. Baltimore County is not responsible for the timely delivery of items sent electronically.

**I have reviewed the above checklist and included all requested documentation with the grant application.**

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**Authorized Representative**

**Print Name**

**Date**

